

Tasking Memorandum No. 99-88

Memorandum For Cdrs DCMDs, DCMC CAOs

Subject: Lead Agent General Commodity (G-1 Lumber and Wood Products)

Date: January 14, 1999

Suspense Date: None

Target Audience: DCMC Personnel Involved with Wood Products

Requirement(s):

**DELEGATION OF AUTHORITY TO ACT AS LEAD AGENT FOR DEFENSE
CONTRACT MANAGEMENT COMMAND (DCMC)
MANAGEMENT OF THE GENERAL COMMODITY (G-1 LUMBER AND WOOD
PRODUCTS)**

DELEGATION:

Pursuant to the DCMC Lead Agent Delegation Guide, 05 February 1996, I hereby delegate to DCMD West the authority to act as the DCMC Lead Agent for coordination (i.e., consulting with and notifying all impacted parties) of policy, procedures, and training for the General commodity (G-1 Lumber and Woods Products). The purpose of this delegation is to maintain the necessary level of technical expertise at the District Level and to maintain a field operating level to perform wood products related tasks in support of the DCMC contract management community at large. Specifically, you are responsible for the following:

- Assist DCMC in performing Internal Operation Assessment (IOA) of DCMC Contract Administration Offices as requested.
- Review and recommend changes to various wood product publications and the Defense Contract Management Command Directive 5000.4, Contract Management (One Book).
- Maintain liaison with the Districts to collect/disseminate commodity information and review wood product problems, and offer resolutions and recommend corrective actions.
- Provide wood products technical assistance and guidance to the DCMC Contract Administration Offices, and to DISC, the Item Manager for wood products.
- Coordinate with Headquarters and the other District the skills and training needs for the courses and training programs associated with the subject commodity.
 - a. Identify/determine the DCMC (i.e., command-wide) needs for the subject courses and training programs via the DBMS Training Application, surveys, needs analysis, communication with other Districts, and buying activities.
 - b. Consolidate and analyze the need for the subject courses or training programs on a command-wide basis.
- Prepare a plan of action and include funding in the annual budget request to support the subject courses and training programs.

- Manage the procurement of facilities, materials, instructors, etc. for the subject courses and training programs, including communicating with DCPSO, service schools, and other Government proponents.
- Manage the notification and distribution of training opportunities and slots, including updating all appropriate databases or information systems.
- Evaluate the effectiveness of the subject courses or training programs.
- Identify the need for new training, development and/or the revision of outdated or inadequate training materials to the appropriate DCMC-O team, and recommend the training and career development strategy for the command based on the DCMC Business Plan performance objectives and Corporate Training and Development Plan, for the subject courses and training programs.
- Input training allocations and completions to the DBMS Training Application.
- Interface with course directors and subject matter experts on technical training issues.
- Serve as the DCMC representative to the pertinent commercial standards writing associations (the American Lumber Standards Committee, and the American Wood-Preservers' Association).

RESOURCES:

The Lead Agent will provide personnel and facilities, including electronic, necessary to perform the responsibilities listed above. Any further delegation must be approved by DCMC.

DURATION:

This Letter of Delegation is effective immediately and continues until the DCMC Executive Director, Contract Management operations withdraws the delegation or DCMDW requests reconsideration by the Executive Director DCMC-O.

Point of Contact for Further Information:

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